

Workforce Partnership of Greater Rhode Island

Executive Committee Meeting

June 2, 2009

Present: Steven Kitchin, Paul Harden, Cynthia Farrell, Pat Talin, Michael Cassidy.

Guests and Staff: Christine Grieco, Diane Vendetti, Janice Lepizzera, Jen Cornwell, Mavis McGetrick, Lisa Rose.

Absent: Paul Ouellette.

With a quorum present, Chair Steve Kitchin called the meeting to order at 8:03 AM. He asked members to review the minutes from the May 5, 2009 meeting and also asked that a few amendments be made regarding spelling and typing of the previous minutes.

VOTE: Michael Cassidy made a motion to accept the minutes as amended. Pat Talin seconded and the motion passed unanimously.

Chairman's Report

Steve Kitchin presented a report covering board member attendance at board meetings and committee meetings for September 2008 to June 2009. There was discussion about attendance on the board and the committees. It was noted that two of the members have been

inactive. A few members have attended only one or two meetings. The Executive Committee will have Paul Ouellette speak to those members. Steve would like the committee chairs to give him feedback about member attendance at their meetings. Steve requested that Lisa ensure that Paul Ouellette receive a copy of the report.

Board Development

Christine Grieco reported in the absence of Paul Ouellette that all 7 new WPGRI Board members have been approved, called and officially added to the June 9 Annual Meeting guest list. The governor has also added one more private sector member of his choice in Phil Stone of the US Chamber of Commerce. This was all good news to the committee since so many people had worked so hard to have the nominees approved by this time.

There was discussion about the preparations under way for the Annual Meeting. Suggestions were made regarding a few points on the set up of the room for the comfort of the guests and smooth management of the meeting. The Committee was reassured that preparations are going smoothly. Also, the language from the Annual Meeting program booklet insert will be emailed to the Executive Committee.

Strategic Development Special Report

An special meeting of the Strategic Development Committee had been held on June 1st to address the re-funding of two ISDI

contracts, one with the Tech Collective and another with My Turn. Jen Cornwell presented the results of that meeting regarding this issue. The committee had agreed to partially fund the ISDI contracts by choosing the Tech Collective. The GWB has not yet officially approved the ISDI funding. This is all pending their final approval.

A report was shown for the statewide budget for year three. The first page shows the statewide dollars from the GWB which are divided according to areas of need. WSPC is handling the hospitality and construction trades. This report shows the budgets of the Tech Collective and My Turn. The difference in the amount of dollars between them is due to the cost of training. There is a higher cost for training in the high tech field than in marine trades. There is currently low expectation of wage-gain because employers are not able to promise any wage increase in this economic environment. This is not an issue of concern for the GWB.

The second page of the report shows that as of May 15, 2009, the Tech Collective is on track for their goals. Their grant has been extended two weeks to August 30th, 2009. Twenty-nine people are presently waiting to take the certification test through the Bryant Project Management program. My Turn is lagging in its training due to three barriers: the economy; funding that was not received until two months ago; and setting up and training for the new Brave River computer system that the Tech Collective already has.

The Youth stimulus money is already being used by My Turn but we need to look carefully at whether they are receiving additional funds from another place yet still struggling financially. The Strategic Development Committee was concerned with the training performance at My Turn and wants to wait until September to refund their contract. My Turn is confident that they will reach their expected outcomes by the end of September. But there is concern about the money not being available by the time they are approved. An August 31st special Strategic Development Committee meeting may be held to handle that concern. The Strategic Development Committee may recommend that the contract for My Turn be re-funded but the Board could override the recommendation if desired. Steve Kitchen asked that Jen Cornwell continue to closely monitor My Turn.

WPGRI Employee 401K plan

There is a request from Janice Lepizzera, (Finance Manager, Corporate Funding) for the Executive Committee to recommend that the Board give permission for the continuation of the annual contribution of 3%, not to exceed \$5,000.

VOTE: Pat Talin made a motion for the Executive Committee to recommend that the Board of Directors give permission for the annual contribution to the corporate employees' 401K to remain at 3%, not to exceed \$5,000. Michael Cassidy seconded and the vote passed unanimously.

Quality Assurance

Michael Cassidy reported that plaques and supporting data will be presented at the Annual Board Meeting on June 9th.

Board Development

A slate of officers has been nominated for a new two-year term. Pat Talin reported that Peter Koch will present the slate of those nominated for election at the Board meeting. The slate being presented at this time is Steven Kitchin, Chair; Paul Ouellette, Vice Chair; Pat Talin, Secretary; Jane Nugent, Treasurer.

VOTE: Paul Harden made a motion to accept the nominated slate of officers as presented. Cynthia Farrell seconded. The motion was passed unanimously.

Strategic Development

Paul Harden asked about the OJTs. One is complete and another is in process. The property management job could not be certified by the federal government. All other certifications received count toward our WIA numbers.

Jen Cornwell reported that the maximum number of non-certified job accepted for PY08 is seven. Discussion followed about “common measures” and how the GeoSolutions system will help RI employers to train employees for jobs that may not have certification.

The pharmacy technician recruitment is being delayed by CVS. They have shifted bringing in new candidates from June to late July or August. CCRI and the Providence Skills center are involved. The expectation is to screen and train 150 people. 100 will come from us and 50 will come from in house at CVS. The call center is expected to have 500 jobs overall.

The plan is for employees to take a test for licensure and another for certification. Two BCIs will be done for each employee and two drug tests as well. An issue with licensing is that some states don't require this licensing but CVS may be receiving calls from within states that do require it.

Youth Committee

Cynthia Farrell reported that all of this business presented has previously been handled. At least half of the contracts have been signed. Some programs are already at capacity and meeting their requirements.

All four corporate Employment & Training Monitors have been hired, trained and are working in the field. Sharon Geoffrey has been loaned out from the WPGRI office to assist with the monitoring at the youth centers. The laptops are not in yet so data is being collected by hand, therefore we may not have statistics for the SWIO report until we get the laptops. We are not being allowed to purchase the laptops through the corporation because any computer used to do any type

of DLT work needs to be monitored by IS and because of that it must be paid for by government funds. The state E & T Monitor jobs are posted for one week and then people are interviewed and hired. The four state stimulus employees will continue to work with us until the stimulus money ends or until June 30, 2011. The four corporate positions will end September 30, 2009.

New Business

There is an audit in process for 2006 and 2007 that will soon be finished. The proper requests for extensions have been filed with the IRS.

Old Business

Paul Harden expressed his continued concern about the operating hours of the Newport netWORKri office. Christine Grieco responded that Lori Norris has received approval and money and is moving as quickly as possible to post the open position and get the center up and running. There was discussion about the great need of that county for this service.

Pat Talin motioned to adjourn the meeting. Cynthia Farrell seconded. The motion passed unanimously. The meeting was adjourned at 9:10 AM.

Respectfully submitted,

Lisa Rose

Administrative Assistant